

**Neighbors Building Neighborhoods Sector 6**  
**State of the Sector Conference**  
**November 3<sup>rd</sup>, 2007**  
**Community Building Sessions**

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**Neighborhood Building Basics**

Action for a Better Community

You have been very active in your group and have been part of all the activity – then they elect you chair. Panic strikes – how can I do all of this? How does everyone else do it? This will include many tools that are available and the materials will be organized in such a way that you will always be able to use them. The materials will include web-site addresses, a list of books that build skills, and a glossary of the buzz words that always make us feel left out. Come with your questions and we will find the answers together.

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**Home Loans & Grants**

South East Area Coalition, South Wedge  
Planning Committee, & NeighborWorks  
Rochester

Learn about the various loan and grant programs that are offered by SEAC, SWPC and NeighborWorks Rochester. Take away the knowledge that you need to guide neighbors or even yourself in the right direction for home improvement loans and grants.

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**Understanding the 2008 Reassessment**

Tom Huonker, City Assessor

"City, School, and County taxes are distributed fairly when every parcel of property is correctly assessed."

City Assessor Tom Huonker will give a Power Point presentation of the 2008 city-wide reassessment. He will explain the tax rate calculation, exhibit and explain the field review document, and detail what steps the property owner may take after receipt of the December 2007 new assessment letter. A question and answer period will close each session.

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**How to Run a Meeting**

Action for a Better Community

Group goals are achieved through communication and consensus. Effective meetings are the venue where this happens. However, effective meetings don't happen by accident. This training will focus on key elements to facilitate an effective meeting. We will discuss the value of a prepared agenda, the need for recording minutes, time allotment for subject discussion, and rules of order. At the conclusion of this training you will be able to lead or participate in effective meets in pursuit of your goals.

## **Keeping Your Balance**

Kim Brumber, Executive Director  
NeighborWorks Rochester

How do you balance your life among your job, community work, and family? Learn ways to accomplish the work you love and still have time for the people you love. Discuss how to set realistic goals and work plans that others in your community will accept. Explore how to set limits, how not take on too much, and how to say no when you have to. Develop skills that help you prioritize your work time and help you sustain yourself for the long haul.

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## **Neighborhood Communications**

Action for a Better Community

Are you responsible for “getting the word out”? Do you wonder if anyone is listening? This course will provide basic information on desktop publishing including: how to make an effective flyer or sign for your neighborhood meeting/event, how to make a brochure for your organization. It will also cover several optional topics depending on participant interest and experience. These will include: how to maintain a mailing list of members, newsletters, phone trees, PowerPoint slideshows, and creating a database.

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## **Code of “Conduct”**

Peter Saxe, NET Administrator  
Lt. Frank Churnetski, RPD

This breakout session will include a discussion of ordinances and property codes. We will discuss potential violations, including: noise, open container, animal control, zoning, and lead paint. Learn about the relationship between NET personnel and the Rochester Police Department's Crime Prevention Officers.

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## **Grant Research**

Mary Fraser, Librarian,  
Rochester Public Library

The Grants Information Center at the Central Library is Rochester’s largest grants information collection, and a Cooperating Collection of the Foundation Center. This presentation provides an overview of resources available for grant seekers, including a demonstration of Foundation Directory Online, a searchable database of over 90,000 funders and one million recently awarded grants.